



## Baltimore City Department of Human Resources

Gladys B. Gaskins, Director of Human Resources

Stephanie Rawlings-Blake, Mayor

**EXAMINATION FOR:** **FIRE CAPTAIN, INVESTIGATION AND PREVENTION SERVICES  
(PROMOTION)**

**SALARY:** \$56,365 – \$69,521 **GRADE:** 341

**CLOSING DATE:** April 15, 2011 is the last day to file an application.

**POSITION:** A Fire Captain, Investigation and Prevention Services supervises the work of Fire Lieutenants, Investigation and Prevention Services, Fire Inspectors and fire personnel for adherence to the Fire Prevention Codes, assigns and reviews the architectural plans for new construction and renovation to ensure compliance with Fire Prevention Codes. Employees work a rotating day shift.

The eligible list may be used to promote persons as vacancies arise.

**MINIMUM QUALIFICATIONS:** On or before the date of filing the application, eligible classified City employees must:

Have certification as a MFRI Fire Inspector III from the Maryland Fire and Rescue Institute (MFRI) **OR** Instructor II certification from the National Professional Qualifications Systems (NPQS) or International Fire Service Accreditation Congress (IFSAC);

AND

Have certification as a Maryland Emergency Medical Technician-Basic from the Maryland Institute for Emergency Medical Services Systems (MIEMSS);

AND

Have a valid Maryland Class C Noncommercial driver's license or an equivalent out-of-state driver's license acceptable to the Office of Risk Management;

AND

Have a City of Baltimore Driver's Permit;

AND

Have one year of experience in the class of Fire Lieutenant or Fire Lieutenant, Investigation and Prevention Services in and currently assigned to the Office of the Fire Marshal.

**NOTE:** YOUR CERTIFICATIONS AND LICENSE MUST BE RECORDED ON YOUR APPLICATION AND WILL BE VERIFIED BY THE APPOINTING AUTHORITY. PROVISIONAL DRIVER'S LICENSES AND LEARNER'S PERMITS ARE NOT ACCEPTABLE. **A COPY OF YOUR DRIVER'S LICENSE AND CITY PERMIT MUST BE SUBMITTED WITH YOUR APPLICATION.**

**NOTE:** A COPY OF YOUR CERTIFICATIONS MUST BE SUBMITTED WITH YOUR APPLICATION.

**NOTE:** Employees must hold and maintain certification as a MFRI Inspector III from the Maryland Fire and Rescue Institute (MFRI) or Inspector II certification from National Professional Qualifications System (NPQS) or International Fire Service Accreditation Congress (IFSAC).

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Apply to: Baltimore City Department of Human Resources · 201 East Baltimore Street · Suite 100 · Baltimore, Maryland 21202 · (410) 396-3860

For additional job opportunities information, call (410) 545-3875

For the Hearing impaired: TTY 396-4930

**An Equal Opportunity Employer**

[www.baltimorecity.gov](http://www.baltimorecity.gov)

(see reverse side)

**APPLICATIONS:** Applications may be obtained by mail or in person from the Baltimore City Department of Human Resources, 201 East Baltimore Street, Suite 100, Baltimore, Maryland 21202.

**PHYSICAL EXAMINATION:** Eligible candidates must pass a job-related physical examination administered by the City.

**TESTING FOR DRUGS:** Effective October 1, 1994, the City's pre-employment physical examination for all applicants will include substance abuse testing. Substance abuse testing shall also be required prior to promotion to a sensitive job classification.

**ELIGIBILITY:** Qualified candidates will be considered for vacancies as they arise, for a period of at least one year. The decision of the Director of Human Resources with respect to acceptable minimum qualifications is final.

**SERVICE FEE:** City employees who are represented by a union will be required to become union members or to pay a service fee as a condition of continuing employment after completion of a probationary period.

**SELECTION PROCESS:** Only classified City employees who indicate the minimum qualifications on their applications and have successfully completed a probationary period on or before the day of filing an application will be placed on the eligible list without further examination. The certifications, license, training and experience of each candidate will be evaluated for appropriateness and quantity. It is essential, therefore, that you give complete and accurate information on your application. Vagueness or omission may prevent you from being considered for the position. Qualified candidates will not be listed in rank order.

**NOTE:** Employees in this class must obtain a Certificate of Appointment as a Special Enforcement Officer by the Police Commissioner of the City of Baltimore pursuant to Article 19, Subtitle 71, "*Special Enforcement Officers*", of the Baltimore City Code within 6 months of hire. Failure to obtain or revocation of the Certificate of Appointment by the Police Commissioner are grounds for dismissal. The Certificate of Appointment as a Special Enforcement Officer requires the applicant to:

- Be at least 21 years of age at time of Certification; and
- Satisfactorily pass a fingerprint and background investigation conducted by the Baltimore City Police Department.

**NOTE:** Hazardous-Materials Operations course completion from the Maryland Fire and Rescue Institute (MFRI) is required within six months of appointment.

**NOTE:** Members of the Baltimore City Fire Department must hold and maintain licenses and certifications in all of the above as a condition of employment. Members must successfully complete any additional educational courses and skills competency evaluations required by the Maryland Institute for Emergency Medical Services Systems (MIEMSS), National Registry of Emergency Medical Technicians (NREMT), Maryland Fire and Rescue Institute (MFRI) and/or Baltimore City Fire Department (BCFD). In the event changes in the standards, certifications or licensure requirements in any of the above, the member is required to maintain the equivalent certification or licensure to continue employment with the Baltimore City Fire Department.

**NOTE:** Those eligibles who are under final consideration for appointment will be required to authorize the release of criminal conviction information.



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